

APPENDIX G: PREPARATION GUIDE HANDOUT

PREPARATION GUIDE HANDOUT

(Completed by observer prior to start of negotiations)

Case: _____ Team: _____

☐ Government ☐ Contractor
(Check one)

NEGOTIATION TEAM ASSIGNMENTS:

Chief Negotiator _____ Observer _____

Price Analyst _____ Technical Representative _____

OVERRIDING NEGOTIATION THEMES:

☐ Think Win/Win! ☐ Sell Your Position! ☐ Win Agreements Instead of Arguments!
☐ Make It Happen! ☐ Everything Is Negotiable!

BARGAINING STRENGTHS AND WEAKNESSES:

Your Side Strengths:

Your Side Weaknesses:

Other Side Strengths:

Other Side Weaknesses:

IDENTIFICATION OF HIDDEN NEEDS AND NON-PRICE NEEDS:

Issue 1	_____	<input type="checkbox"/> Must	<input type="checkbox"/> Give	<input type="checkbox"/> Avoid	<input type="checkbox"/> Discuss
Issue 2	_____	<input type="checkbox"/> Must	<input type="checkbox"/> Give	<input type="checkbox"/> Avoid	<input type="checkbox"/> Discuss
Issue 3	_____	<input type="checkbox"/> Must	<input type="checkbox"/> Give	<input type="checkbox"/> Avoid	<input type="checkbox"/> Discuss
Issue 4	_____	<input type="checkbox"/> Must	<input type="checkbox"/> Give	<input type="checkbox"/> Avoid	<input type="checkbox"/> Discuss

PRICE AND COST OBJECTIVES:

	<i>Target</i>	<i>Minimum</i>	<i>Maximum</i>
Contract Price	\$ _____	\$ _____	\$ _____
Cost element 1	\$ _____	\$ _____	\$ _____
Cost element 2	\$ _____	\$ _____	\$ _____
Cost element 3	\$ _____	\$ _____	\$ _____
Cost element 4	\$ _____	\$ _____	\$ _____

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Profit

\$ _____

\$ _____

\$ _____